

3.6 Checklist

Boundary Line Adjustment

A boundary line adjustment provides for the alteration of existing property lines, where no additional lots and parcels are created.

Starting the Application Process

- ☐ Submit your application materials to the One Stop Shop, Room 210 City Hall. Your application must include the following:
 - ☐ Application Cover Sheet
 - ☐ Required fee
 - ☐ Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed), for both existing and proposed conditions
 - ☐ A vicinity map (8.5" x 11") indicating the existing site and names of adjacent streets
 - ☐ A map of the proposed parcels after the adjustment

Boundary Line Adjustment

Complete Application Submitted



Land Use Supervisor Review and Decision

Staff Review

Planning staff will evaluate your application. When considering a recommendation a boundary line adjustment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, any additional UDC criteria, and other related factors.

Land Use Supervisor Decision

The Land Use Supervisor will review the application and make a decision to adopt or deny the application.

The land use supervisor shall approve the application if it is determined that:

- The application will not result in the creation of any new lots or parcels;
- If each of the existing lots and parcels, and the structures on those lots parcels, complies with the requirements of this Chapter, then after the adjustment each of the resulting lots or parcels, and the structures on those lots or parcels, will still comply with the requirements of this Chapter;
- If one or more of the existing lots or parcels, or a structure on one or more of those lots or parcels, does not comply with the requirements of this Chapter, the proposed relocation will not create any new nonconformity or increase any existing nonconformity between the requirements of this Chapter.

After the application is approved, the applicant must submit a legal description and survey or similar recordable exhibit, prepared by a licensed land surveyor, reflecting the relocated boundaries; obtain the land use supervisor's signature on that survey or exhibit; and record the survey or exhibit in the appropriate office at St. Louis County. If the survey or exhibit is not recorded within 180 days after the boundary line adjustment is approved, that approval will lapse.